

21 AUG 1979

OFFICE OF FINANCE NOTICE 22-79

FROM: Edward L. Sherman  
Director of Finance

SUBJECT: Procedure for Annual Review and Approval of  
Commuted Rate Travel Schedules

1. The purpose of this notice is to establish a uniform procedure for the annual review of all Commuted Rate Travel Schedules. Upon completion of the review process, the schedules will be assembled into a single package by the Office of Finance and forwarded through the SSA/DDA to the DDA for final approval.

2. Components utilizing the Commuted Rate Travel System will continue to be responsible for maintaining Commuted Rate Travel Schedules that provide reasonable payments to ensure that travelers neither realize substantial monetary benefits nor are unduly penalized under the system. To this end, each participating component is required to verify representative itineraries to and from each post for consistency with the time for which per diem was allowed in the commuted rate tables; the components will also update per diem rates and mileage allowances and will review other fixed cost allowances for consistency with current costs.

3. The annual review of Commuted Rate Travel Schedules will take place during the months of March and April each year, beginning in 1980, as follows:

a. Participating Components

During the month of March, each component utilizing the Commuted Rate Travel System will review, update and revise their Commuted Rate Schedules as necessary. Changes in component policy, Agency regulatory issuances, airline schedules, Government regulations or legislative enactments can all affect travel entitlements and must be given due consideration in this review. Existing Commuted Rate Schedules annotated to reflect proposed changes or copies of unchanged established Schedules, will be forwarded to reach Central Travel Branch no later than 1 April.

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b. Central Travel Branch

CTB will review the Commuted Rate Schedules as they are received from the participating components, checking them for accuracy, compliance with current Agency travel policy and regulations, and for feasibility of performance of travel via the means and within the time frames reflected in the Schedules. The Schedules will be forwarded to OF, Plans and Systems Staff immediately upon completion of CTB review.

c. Plans and Systems Staff

The Plans and Systems Staff will examine the Commuted Rate Schedules for application of Agency travel policy, and general consistency in approach being used by the several Divisions. The Commuted Rate Schedules will then be assembled into a single package with a covering memorandum prepared for the signature of the Director of Finance requesting DDA approval of the Schedules. The complete package will be routed to the SSA/DDA for concurrence before delivery to the office of the DDA.

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Edward L. Sherman